



Columbus Parks and Recreation Department Position Description

Position Title: Laborer – Maintenance & Grounds (Cleaning Crew) **(2 positions)**
Application Deadline: **June 10, 2019**
Status: Full Time Hourly Non-Exempt
2019 Salary Range: \$15.46 – \$19.32
Department: Parks and Recreation
Reports to: Director of Parks Operations
Supervises: 0 full time employees

Summary of Functional Responsibilities:

- Daily cleaning and maintenance of all park restrooms and shelters as well as litter pickup of all park properties.

Specific Duties of the Position:

- The quality appearance and function of all outside park facilities on a seven-day-per-week basis. Due to daylight savings time, scheduled work hours may vary from season to season.
- The daily opening of all gates, as well as the Mill Race Park tower. Occasional cleaning of the amphitheater, except cleaning required before and during scheduled events.
- Work together as a team with Parks & Recreation team and part-time seasonal employees.
- Assist in training of seasonal employees in all procedures related to the performance of duties, including but not limited to safety, materials handling, and related policies. Training includes operation of power washer and blower and trash pickup.
- Maintain inventory of supplies and equipment along with other items to carry out management plans.
- Maintain all equipment in excellent condition and see that all materials are used effectively and without waste.
- Available for all shifts, including weekends, holidays, and special events as needed.
- During winter months assist with special projects and give support to other Team Leaders as needed during all seasons.
- Provide the highest quality customer service and facility care, for all patrons of our parks network.
- Represent the Parks and Recreation Department in a professional and friendly manner.
- Perform all other duties deemed necessary by Parks and Recreation Department management to accomplish the job.

Education and Experience:

- High school education or equivalent.
- General maintenance and/or custodial experience.
- Ability to back a trailer safely in tight spaces and to operate all trucks and maintenance equipment.
- Good communication skills required.

- Must have a valid Indiana driver's license and good driving record sufficient to be covered under city insurance plan.

Judgment:

- Work is of ordinary difficulty and complexity and is performed under minimum supervision.

Supervisory Responsibility:

- Ability and willingness to help train and supervise seasonal employees.

Relationships Responsibility:

- Must work well with customers, both internal and external.

Working Conditions:

- Exposure to all types of weather conditions.
- Considerable physical effort including some heavy lifting.